TOAST® 6

TITANIUM

Getting Started Guide

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About Toast

Toast® is award-winning software that helps you make CDs or DVDs. Here are some of the things you can do with Toast:

- Save your data to CD or DVD
- Create audio or MP3 discs
- Create Video CDs (VCDs), Super Video CDs (SVCDs), or DVDs
- Make backup copies of your discs

There are many other kinds of tasks you can perform with Toast. To get the most out of Toast, please read through this guide.

Where to Find More Information

This guide provides information about getting started with Toast and using the most common tasks. Information about more advanced features is available where noted, and throughout Toast Help.

To access Toast Help, choose Help > Toast Help.

For additional information, choose Help > Product Support.

What's New in Toast 6

Here's what's new in Toast 6 Titanium:

Usability and Performance

- **Toast It**. Save time and burn directly from the desktop - without any initialization or "pre-flight" steps. Toast is now only one click away whenever you need it.
- **ToastAnywhere**. Share CD or DVD burners across a network or the Internet with other Toast 6 Titanium users. An entire office or home network can use a single burner.
- **Quick Record**. Record immediately, without any initialization or verification steps.

Data Features

- **Encryption**. Secure your data with 128-bit encryption and password protection.
- **Compression**. Compress your data up to 50% more on CDs and DVDs.
- **Déjà Vu Backup**. Automatically perform scheduled backups to CD, DVD, networked servers, or web-based storage.

Audio Features

- **CD Spin Doctor® 2**. Digitize vinyl records and cassette tapes, or record live audio. Reduce noises, pops and clicks, and enhance the sound with included filters, or add your own 3rd party VST effects. Automatically define tracks and burn a CD with a single click.
- **Universal Audio Converter**.Turn any audio file that QuickTime can recognize (e.g., WAV, AIFF, MP3, AAC, etc.) or any iTunes track into an audio CD.

Photo Features

- **Motion Pictures**. Turn still photos into stunning media shows with Hollywood-style pan & zoom effects, cross fades, and soundtracks.

- **Photo Slideshows**. Drag & drop pictures directly from the hard drive or iPhoto library to create fast and easy full screen slideshows on Video CD, Super Video CD, or DVD.

Video Features

- **Video CDs & Super Video CDs**. Create Video CDs and Super Video CDs with menus and buttons.
- **DVD Authoring**. Create simple DVDs with menus, buttons and chapters. Watch them on a home DVD player from the comfort of the couch.
- **Plug & Burn™**. Create VCDs, SVCDs and DVDs directly from your DV camcorder, automatically and effortlessly. Transfer an entire weekend's worth of video footage with a single click.
- **Universal Video Converter**. Turn any video file that QuickTime can recognize (e.g., DV, AVI, MOV, MPEG1/2/4, etc.) into a video disc.
- **Disc Extractor**. Extract and reuse video from an iDVD or Toast disc.

System Requirements

Toast requires the following system:

- Power Mac G3 or higher
- Mac OS X v10.2 or higher
- 200 MB hard disk space
- Approximately 2 GB for every 10 minutes of digital video
- QuickTime® 6 or higher
- CD or DVD recorder (optional with ToastAnywhere™)

Installing Toast 6 Titanium

To install Toast:

1 Insert the Toast CD into your drive.

The Roxio Toast 6 Titanium folder appears on your desktop.

2 Drag the Roxio Toast 6 Titanium folder to the location on your hard disk where you want Toast to be installed.

3 In the new location, double-click the application to launch Toast.

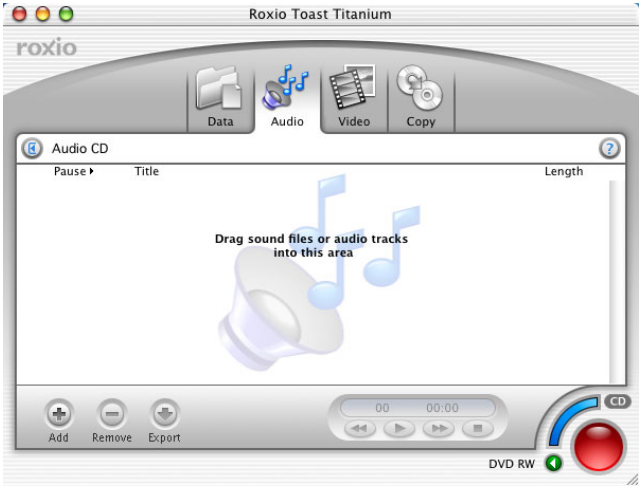
4 Follow the onscreen instructions to set up Toast the first time.

You will be asked to enter a CD key and accept the license agreement.

About the Toast Main Window

The Toast main window contains these components:

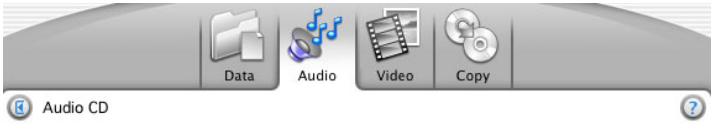
- **Disc tabs**. Click a tab to select the type of disc you want to make.
- **Content area**. This is where the files you are recording to disc appear.
- **Record button**. Click this button to begin recording the files in the content area to disc.
- **Disc Settings drawer**. This drawer lets you change preferences about each type of disc you are making.



The Toast main window

Data, Audio, Video, and Copy Tabs

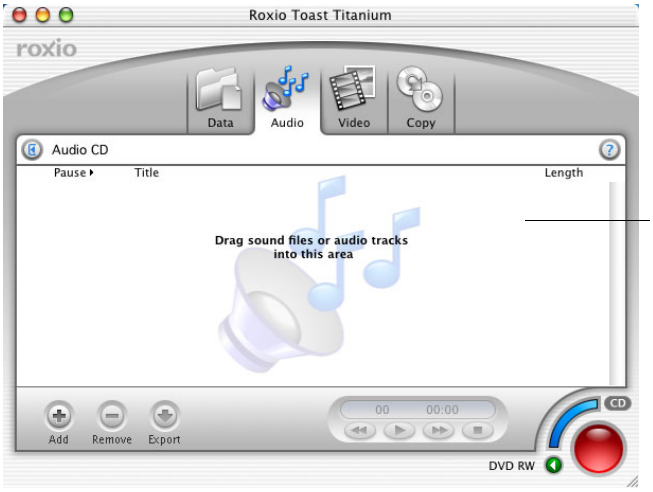
Toast helps you easily create different types of discs. Clicking each of these tabs let you perform different tasks:



- **Data tab**. Put any kind of file or folder on a disc for archiving or backup purposes, for use on a Mac, PC, or any computer. See *Starting a Data Disc* on page 39.
- **Audio tab**. Make audio CDs or MP3 discs for use on a computer, MP3 player, or home or car stereo system. See *Starting a New Audio CD* on page 55 or *Starting a New MP3 Disc* on page 65.
- **Video tab**. Make VCDs, Super Video CDs, or DVDs for use on a computer or home DVD player. See *Starting a Video Disc* on page 82.
- **Copy tab**. Copy a disc or image file. See *Overview of Copying a Disc* on page 110.

Content Area

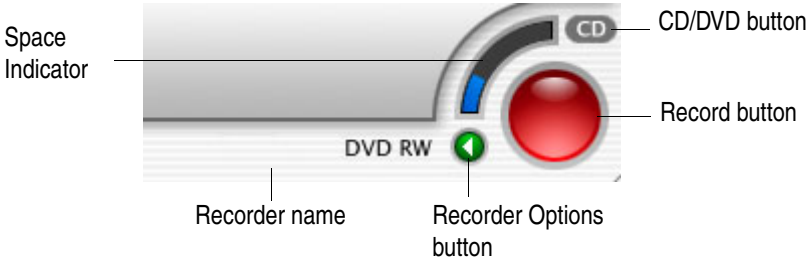
The content area is where you add and organize your files, or where discs you want to copy appear. It is slightly different depending on which kind of disc you are making. To add content, drag your files here. In some views, you can click the Add button to add files from a file dialog. For more information, see *Overview of Using Toast to Make a Disc* on page 14.



Content area (in this case, the Audio content area)

Record Button

Clicking the red Record button lets you begin recording a disc. The Record button has other parts:

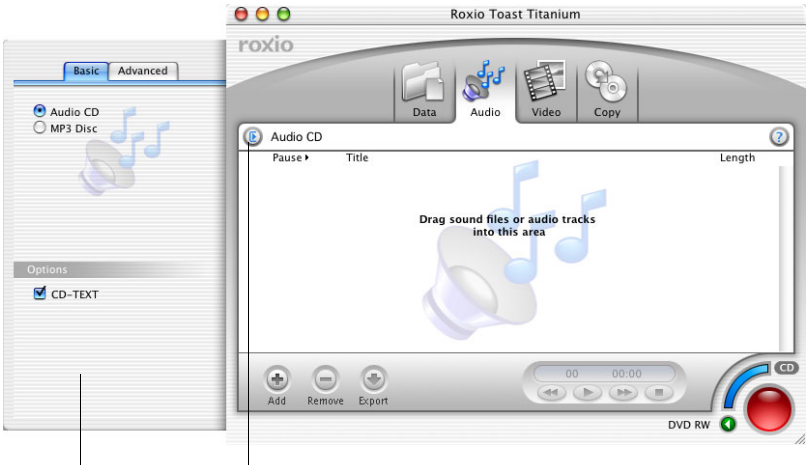


- **Space Indicator.** Displays approximately how much of a disc will be full depending on the type of disc you plan to record it to.
- **CD/DVD button**. Click this button to toggle the type of media that the Space Indicator shows free space for (CD or DVD).

- **Recorder Options button.** The green Recorder Options button displays the different recorders that are available for you to choose from, as well as a link to the Recorder Settings dialog (which lets you change preferences for the selected recorder).
- **Recorder Name**. Displays the name of the currently-selected recorder. If more than one recorder is connected to your computer, click the name of the recorder to cycle through them.

Disc Settings Drawers

Each of the four tabs (Data, Audio, Video, and Copy) has a settings drawer that allows you to make changes for the selected type of disc.



Disc Settings drawer (Audio disc shown)

Disc Settings button

Disc Settings Button

Clicking the Disc Settings button in any view opens the Disc Settings drawer. (You can also click the current disc title.)

Setting Up and Turning On the Recorder

To set up your recorder for Toast:

- Make sure your recorder is connected to the computer and turned on. For more information, see the instructions provided by the manufacturer.

  After a moment, Toast should automatically detect the recorder and display its name at the bottom of the window.

  If Toast does not display the name of the recorder, click Recorder Not Found. After a moment, the recorder name should appear. (If the recorder does not appear, check the cable and/or the power cord.)

You are now ready to make a disc.

Choosing the Kind of Media to Use

Many kinds of blank CD and DVD media are available in the marketplace. The type of disc you should use can be determined by two key compatibility factors:

- Compatibility between the type of media and the playback device
- Compatibility between the type of media and the recorder

Compatibility between media and playback devices

To make sure that the CD or DVD media you are using is compatible with your playback device, check the manufacturer instructions included with them.

Compatibility between media and recorders

To make sure that CD or DVD media is compatible with your recorder, check the manufacturer instructions included with them.

What if I am having problems even though my compatibility seems good?

Sometimes, different brands of media can work differently in your recorder or playback device. If you are experiencing repeated problems with one kind of media, another brand may give you different results.

2 Toast Basics

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Overview of Using Toast to Make a Disc

This section describes the basic process of making any CD or DVD with Toast.

1 **Select the disc type**. Click the tab matching the type of disc you want to make with Toast.

- **Data tab**. Put any kind of file or folder on a disc for archiving or backup purposes, for use on a Mac, PC, or any computer. See *Starting a Data Disc* on page 39.
- **Audio tab**. Make audio CDs or MP3 discs for use on a computer, MP3 player, or home or car stereo system. See *Starting a New Audio CD* on page 55 or *Starting a New MP3 Disc* on page 65.
- **Video tab**. Make VCDs, Super Video CDs, or DVDs for use on a computer or home DVD player. See *Starting a Video Disc* on page 82.
- **Copy tab**. Copy a disc or image file. See *Overview of Copying a Disc* on page 110.

2 **Change disc settings.** Click the Disc Settings button to open the Disc Settings drawer, which allows you to change optional settings for each type of disc.

3 **Add files to the content area.** If you have selected a Data, Audio, or Video disc, add files that you want to record to disc. If you have selected the Copy tab, you can add an image file or your disc.

4 **Record the disc.** Click the red Record button to make your disc.

Choosing the Recorder

You can choose the recorder you want to use to record files to disc from Toast.

To choose the recorder:

1 At the bottom of the Toast window, click the green Recorder Options button.

A pop-up menu appears, displaying the recorders you can record to.

2 Select the recorder.

Changing Recorder Settings

Before you record a disc, you can view or change the settings the recorder uses when it records your disc, including:

- Which recorder is selected (if you have more than one connected)
- Number of copies of a disc to record
- What Toast does after a recording is complete
- Recorder-specific settings and information

To change recorder settings:

1 Choose Recorder > Recorder Settings (or click the green Recorder Options button, and choose Recorder Settings).

Recorder Options button

2 Click the Basic tab. In the Basic tab, you can change the following settings:

- **Recorder**: Displays the name of the recorder you are recording to. To change the recorder, select it from the pop-up menu.
- **Write Speed**: Displays how fast the recorder records the disc. To change write speed, select the speed from the pop-up menu. By default, Toast will record to the best write speed possible depending on the speed of the media and the recorder you are using.

  You may need to change the write speed if the blank disc you are using is optimized for a lower drive speed, or if your recorder records at a faster rate than your hard disk can process

- **Number of Copies**: Enter the number of copies of the disc you want the recorder will make. Toast will prompt you for blank discs after each copy.

3 Click the Advanced tab. In the Advanced tab, you can change the following settings:

- **After Writing**: From this pop-up menu, select what you want to do with the disc after recording it. Toast can mount the disc on the desktop, eject the disc, or prompt you for either.
- **Close Disc**: Select this check box to finalize the disc so that Toast cannot record any further sessions to the disc. (A session is a single recording.) This is useful for making data discs that you would like to record data to in more than one session.

  Uncheck this check box if you want to record more than one session to the disc.
- **Verify Data**: If you are making a data disc, select this check box to automatically verify the contents of a disc against the same data on your hard disk after recording the disc.

  Uncheck this check box if you do not want to automatically verify the contents of a data disc after recording.
- **Simulation Mode**: Select this check box if you want to simulate the process of recording data or audio on a disc. You might do this to make sure that the write speed and other factors that you have set up for your recorder are correctly in place before you start to record to actual media.

  Uncheck this box if you want to record to an actual disc.
- **Buffer Underrun Prevention**: Select this check box to turn on buffer underrun prevention. A buffer underrun is an error in which your hard disk is unable to send data fast enough to the recorder during a recording. This causes errors that make a blank disc unusable.

- **Audio Write Mode**: Displays the mode of recording for the recorder. Choose the option that best fits the type of recording you want to make:
  - **DAO**. Short for "Disc-At-Once," this method of recording allows pauses of varying lengths of up to 8 seconds between audio tracks. Choose this option if you are making audio CDs to be commercially reproduced. Some recorders cannot record in DAO mode.
  - **TAO**. Short for "Track-At-Once," this method of recording requires a pause of 2 seconds between tracks (depending on your recorder). You cannot record CD-TEXT in this mode. For more information, see *Turning on CD-TEXT* on page 56.
- **Display Recorder Settings Before Writing**: Select this check box if you want Toast to display the Recorder Settings dialog each time you click the red Record button.

  Uncheck this check box if you want Toast to begin recording immediately after you click the red Record button.

4 To see information about the currently selected recorder, click the tab that matches the name of the recorder.

5 When you are finished, click OK.

Saving and Opening Toast Projects

You can save a project or open existing projects.

Note Toast saves pointers for the items in the content area so that you can continue working on them later. If you move or delete any of the original files or folders from your hard disk, Toast will not be able to find them.

To open an existing project:

1. Choose File > Open.
2. Select the Toast file you want to open.
3. Click Open.

To save the current project:

- Choose File > Save.

To save a project using a different name:

1. Choose File > Save As.
2. Type a file name, and select a location for the project.
3. Click Save.

Clearing Items from the Content Area

You can clear all items or selected items from the content area.

To clear items from the content area:

1. In the content area, select the items you want to clear.

   To select all, choose Edit > Select All (or press Command-A).
2. Press the Delete key on your keyboard (or choose Edit > Clear).

   Toast clears the content area of any selected items.

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Sharing Recorders Over a Network (ToastAnywhere)

The ToastAnywhere™ feature helps you share CD or DVD recorders across a network or the Internet with other Toast 6 Titanium users. An entire office or home network can use a single recorder.

Note If someone else on your computer network has shared their recorder, you can record any kind of data to that recorder. This will take longer than any recording with a recorder connected directly to your computer.

To share your recorder with other Toast 6 Titanium users over a network:

1. Choose Toast Titanium > Preferences.

   The Preferences dialog appears.

2. In the Preferences dialog, click the Sharing tab.
3. In the Sharing tab, click the Start button.
4. Do one of the following:
   - If you want other Toast 6 Titanium users on the network or Internet to have unlimited access to your recorder, click OK.
   - If you want to establish a password that users must type in to access the recorder connected to your computer, click Set Password. A dialog box appears, where you will be asked to enter the password. Click OK when you are finished.

To unshare your recorder or change your password:

1. Choose Toast Titanium > Preferences.

   The Preferences dialog appears.

2. In the Preferences dialog, click the Sharing tab.
3. In the Sharing tab, do one of the following:
   - To unshare your recorder, click Stop.

- To change your password, click Set Password. You will be asked to enter a new password and verify it.

4 When you are finished, click OK.

Recording to a Shared Recorder

To record from Toast to a shared recorder:

1 Set up your disc as you normally would.

2 At the bottom of the Toast window, click the green Recorder Options button.

A pop-up list appears, displaying names of any recorders connected to your system and any shared recorders on the same local network.

3 Choose the name of a shared recorder.

To access a shared recorder at any location on the Internet, choose Other Shared Recorder. A dialog appears, where you can enter an IP address.

4 If the person who shared their recorder set a password, you must enter the password in the dialog box that appears.

The recorder displays as your current recorder.

5 Click the red Record button.

6 The person using the computer with the shared recorder connected to will be prompted to insert a blank disc.

Toast records your content to disc over the network.

Sending Files or Folders to Toast from the Desktop (Toast It)

The Toast It™ feature lets you automatically send files or folders to Toast from anywhere on your desktop.

Note This feature works regardless of whether Toast is running. If Toast is not running, it launches automatically.

To turn Toast It on or off:

1. Choose Toast Titanium > Preferences.

   The Preferences dialog appears.

2. In the General tab, select Use Toast It Contextual Menu to turn it on. Deselect it to turn it off.

3. To exit preferences, click OK.

To use the Toast It feature:

1. In any folder on your desktop or hard disk, select any files or folders that you want to send to Toast.

2. Ctrl-click the selected files or folders.

   A pop-up menu appears.

3. From the pop-up menu, choose Toast It.

   The files or folders you selected are sent to Toast.

Erasing a Rewritable Disc

If you are using CD-RW, DVD-RW, DVD+RW, and DVD-RAM media, you can erase the entire contents of a disc and re-record to it.

Caution If you have copied extremely sensitive data to a rewritable disc (such as private personal information), you may want to destroy the disc rather than choose the option of erasing it and re-recording over the data.

To erase a rewritable disc:

1. Insert the disc into the recorder.
2. Choose Recorder > Erase.

   A dialog appears, prompting you to confirm that you want to erase this disc:

   - If you want to erase the disc quickly and you do not mind that this disc will be usable only by Toast (or Jam), click Quick Erase.
   - If you want to erase the disc so that it can be used anywhere, click Erase.
3. To erase the disc, click OK.

   If you confirm, Toast displays a progress bar while erasing the disc.

Ejecting a Disc

You can eject a disc from a recorder or drive in any of these ways:

- Choose Recorder > Eject.
- In the Recorder Settings dialog, click Eject.
- Drag the disc icon to the Trash in the Dock.

Setting Toast Preferences

To set Toast Preferences:

1 Choose Toast Titanium > Preferences.

The Toast Preferences dialog appears.

2 In the General tab, you can choose these options:

- **Place Toast icon on the Dock**. To keep the Toast icon on the Dock—even when it is not running—select this check box.
- **Install "Toast It" Contextual Menu**. If you want to be able to send items directly to Toast from the desktop, select this check box. For more information, see *Sending Files or Folders to Toast from the Desktop (Toast It)* on page 22.

3 Click the Sharing tab.

The Sharing tab lets you share CD or DVD recorders over a network or the Internet with other Toast 6 Titanium users. For more information, see *Sharing Recorders Over a Network (ToastAnywhere)* on page 20.

4 When you are finished, click the Close button to close the Preferences dialog.

Viewing Detailed Disc Information

You can view detailed information about a blank or recorded disc inside the currently selected recorder that is connected to your computer.

Note This feature works only with CD or DVD recorders.

To view detailed disc information:

1 Insert a blank or used disc into the recorder.

2 Choose Recorder > Disc Info.

The Disc Information dialog appears. Here is a summary of some of the information this dialog gives you about the disc:

- Name of the disc label (if any)
- Type of disc (for example, Data CD-R or Audio CD)
- Track names
- Start track information
- Track size (or length of track)
- Session information

Erasing ReWritable Discs

If your recorder has rewritable capabilities and the disc in the currently selected recorder is rewritable, the Erase feature in the Disc Info window is active.

For more information, see *Erasing a Rewritable Disc* on page 23.

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Making a Multisession Disc

A session is a recorded area on a disc that contains one or more music or data tracks. A disc can have either a single session or multiple sessions, and a disc with multiple sessions is called a multisession disc.

Note A multisession audio CD is not recommended. Only the tracks recorded in the first session are playable on most home or car stereo CD players.

To make the first session:

1. To record the first session, add files to the content area as you normally would.
2. When you are ready to record, choose Recorder > Recorder Settings (or click the green Recorder Options button, and choose Recorder Settings).

   The Recorder Settings dialog appears.
3. In the Recorder Settings dialog, click the Advanced tab, then make sure the Close Disc check box is not checked.
4. Click OK.
5. Click the red Record button.
6. When prompted, insert a disc into the currently selected recorder. For information about the best types of media to use, see *Choosing the Kind of Media to Use* on page 11.

   Toast displays a progress bar as it burns your data to disc. A message appears indicating that recording is complete.

To make the disc a multisession disc:

1. To record another session to a disc that already has a first session, add files to the content area as you normally would.
2. When you are ready to record, click the red Record button.
3. When prompted, insert a disc with one or more sessions on it.

Toast displays a progress bar as it burns your data to disc. A message appears indicating that recording is complete.

Saving a Project as an Image File

Instead of recording a data, audio, video, or copy project to CD or DVD media, you can save it as an image file. An image file is a single file, saved on your hard disk, that contains ALL the data and formatting information needed to create a CD or DVD.

Reasons You Might Make an Image File

- If you want to record the disc at a later time
- If you are writing data from a network drive that doesn't have sufficient speed to write directly
- If you want another person to record the discs
- Preserve a master copy of your master discs

Properties of Image Files

- Image files contain all necessary data (as opposed to saved Toast projects which contain only references to the data)
- Most image files can be mounted to check contents and functionality.
- Mounted image files appear like a disc on the desktop.

To save a project as an image file:

1. Set up your disc as you normally would.
2. Choose File > Save As Disc Image.

   The Save Disc Image as dialog appears
3. In the Save Disc Image dialog, browse to the location on your hard disk where you want the image file to be saved.

Mounting an Image File on the Desktop

You can mount a previously created image file on desktop. Most image files can be mounted.

Mounted images function like any other disc and are write-protected.

Note If this is the first time you are mounting an image file to the desktop after installing Toast, Toast will prompt you to enter the administrator password. Once you have done this, you no longer need to enter the password to mount an image file. If you do not have administrator privileges, you will not be able to mount image files with Toast.

You can also mount images by clicking the Mount button in the Disc Image format window.

To mount an image file on the desktop:

- Choose Utilities > Mount Disc Image.

Creating a Temporary Partition

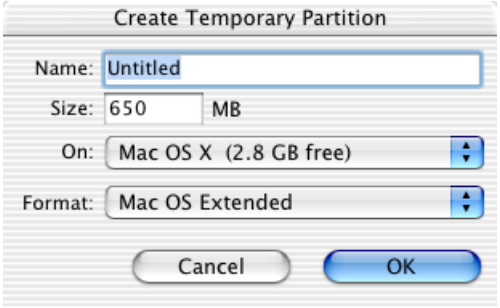
You can create a temporary partition on your hard disk that can be used to set up data you want to record to a disc.

Temporary partitions are useful in situations where you want to have complete control over the layout of your data and how its windows are arranged and displayed.

To create a temporary partition:

1 Choose Utilities > Create Temporary Partition.

The Create Temporary Partition dialog appears.



2 Enter a name and size for the partition. Choose a size that is appropriate for the size of the disc you are making with the partition.

3 From the On pop-up menu, choose the hard disk or network folder where you want the temporary partition to reside.

4 From the Format pop-up menu, choose the type of format you want this temporary hard disk to have:

- **Mac OS Extended**. Select this option if you plan to use the partition to record a disc that will be usable only on Mac OS 8.1 or later.
- **Mac OS Standard**. Select this option if you plan to use the partition to record a disc that is usable on ANY Macintosh computer.
- **UNIX File System**. Select this option if you plan to use the partition to record a disc that is usable on the UNIX operating system.

5 Click OK.

Toast mounts the partition on the desktop.

Comparing the Contents of Two Files or Folders

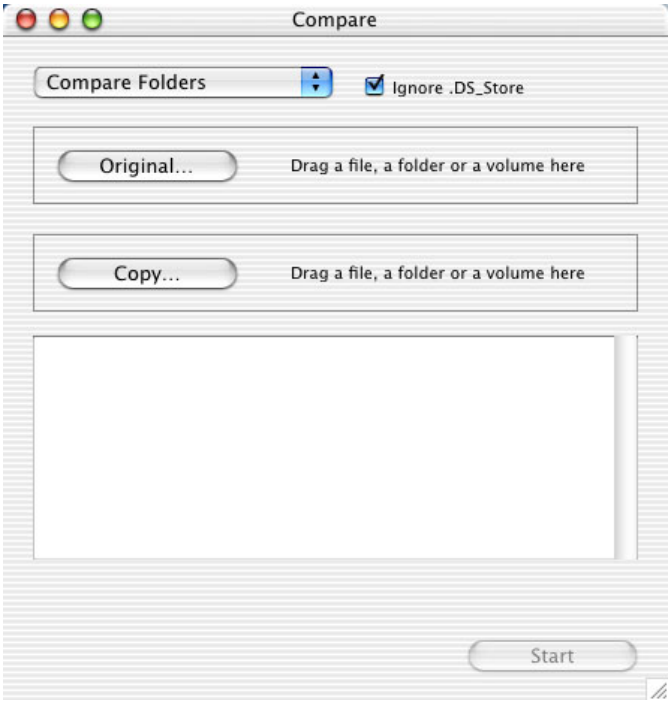
You can compare the contents of two folders or two files to see if they match. You might do this to double-check that original files are identical to a copy you made of them.

Note Compare differs from the verification that Toast performs after recording a disc. First, verification always compares the selected source data to the finished disc; with the Compare command, you compare any two data sets. Second, the Compare command checks each individual file when comparing the data; verification compares only blocks. The Compare command usually tells you exactly which file contains an error.

To compare folders or files:

1 Choose Utilities > Compare.

The Compare dialog opens.



2 From the Compare pop-up menu at the top of the dialog, choose whether you want to compare two files or two folders.

3 In most situations, it is recommended to leave the Ignore .DS Store check box selected.

4 Click the Original button.

The Choose a File dialog appears, where you can browse to the file or folder on your hard disk that you want to compare another file or folder with.

5 When you locate the file or folder, click Choose.

6 Click the Copy button.

The Choose a File dialog appears, where you can browse to the file or folder on your hard disk that you want to compare against the first item you chose.

7 When you locate the file or folder, click Choose.

8 Click Start.

The Compare dialog displays a progress bar that tracks the comparison. Any information about discrepancies between the files or folders you are comparing appears in the Compare window.

Data

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5 Making Data Discs

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Recording a Data Disc **43**

What is a Data Disc?

A data disc is a CD or DVD that contains files or folders. You can back up any of these items to CD or DVD media as long as the size of the item does not exceed the capacity of the disc.

Reasons You Might Make a Data Disc

You might make a data disc for any of these reasons:

- To back up valuable files of any kind
- To archive your photos
- To make a disc that is usable on Macintosh or Windows computers

Overview of Making a Data Disc

Making a data disc involves these steps:

1 **Start a data disc**. Select the Data disc type.

2 **Change the settings of your data disc (optional)**. You can change settings for your data disc, or you can leave your last settings untouched—Toast remembers the last settings you used. An important setting to choose is which operating systems the final disc will be readable on.

3 **Add content to your disc**. You can add any combination of files or folders to a data disc.

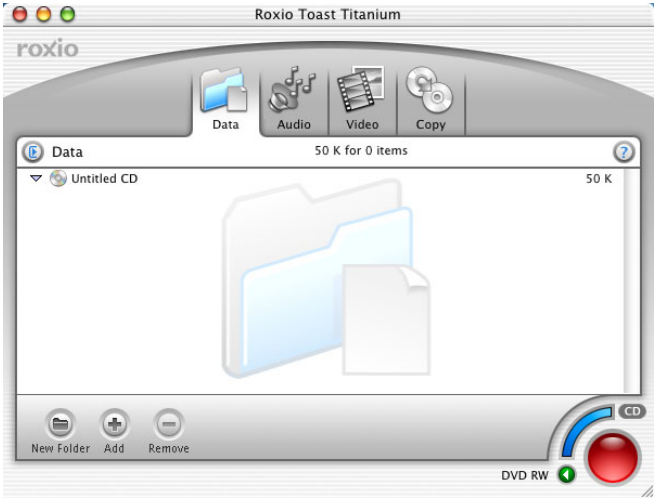
4 **Record your data disc**. When you are finished, you can record the data to CD or DVD media.

Starting a Data Disc

To start a data disc:

- Click the Data tab.

  The Data content area displays.



Changing Data Disc Settings

You can optionally change different settings for your data disc. An important setting to choose is whether to make a Mac Only disc (usable only on Macintosh computers) or a Mac & PC disc (usable on both Macintosh and Windows computers).

Choosing a Mac Only or Mac & PC Disc

You can make a data disc that is usable only on Macintosh computers, or usable on both Macintosh and Windows computers.

What Is a Mac Only Data Disc?

A Macintosh only disc is a data disc that contains Macintosh data and is usable only on a Macintosh computer.

What Is a Mac & PC Disc?

A Mac & PC disc is a *cross-platform* data disc that contains Macintosh and Windows data, and is usable on either operating system. Macintosh data will also be visible to Windows users.

Note For information about making advanced types of cross-platform discs, see *Making Advanced Data Discs* on page 49.

To choose a Mac Only or Mac & PC data disc:

1. In the Data tab, click the Disc Settings button (or the disc title).

   The Disc Settings drawer opens.

2. In the Disc Settings drawer, choose whether you want the final disc to be usable by Macintosh computers only, or also usable by Windows computers:

   - For Macintosh only, select the Mac Only option.
   - For Macintosh and Windows, select Mac & PC option.

Changing Advanced Data Disc Settings

For a complete list of advanced data tasks available from the Data Disc Settings drawer, see *Making Advanced Data Discs* on page 49.

Adding Files or Folders to a Data Disc

You can add files or folders to a data disc in any of these ways:

- With the Data tab selected, select and drag files or folders from any location on your hard disk to the Data content area.
- With the Data tab selected, click the Add button. The Open dialog appears, where you can browse your hard disk for files or folders. Select the files and folders you want to add, then click Open.
- **If Toast It is turned on:** On your hard disk, select the files or folders that you want to send to Toast. Ctrl-click the selected items, then choose Toast It from the pop-up menu. For more information, see *Sending Files or Folders to Toast from the Desktop (Toast It)* on page 22.

Each file or folder you add appears as a separate row in the Data content area.

Note Adding files or folders to Toast does not move or change the original files on your hard disk. Toast simply creates pointers to items on the hard disk.

Working with Files and Folders in a Data Disc

Once you have added files or folders to the Data content area, you can organize them in different ways:

- Creating a new folder
- Organizing files or folders
- Renaming a file or folder
- Removing files or folders

Creating a New Folder on a Data Disc

You can create and organize folders in the Data content area just as you would do on your hard disk. (This does not add any folders on your hard disk.)

To create a folder:

1. In the Data content area, select the disc or folder where you want to create the new folder.
2. To create one new folder, click the New Folder button.

   A new folder appears in the Data content area under the currently selected item.

Organizing Files or Folders on a Data Disc

You can organize files or folders in the Data content area just as you would do with files and folders on the hard disk. (This does not change the location of the original files on your hard disk.)

To organize files or folders:

- Drag and drop selected files or folders into a folder to add them to that folder.

Renaming a File, Folder, or Disc on a Data Disc

To rename a file or folder, or disc in a data disc:

1. Click the item briefly.

   After a moment, the item will become selected.

2. Type a new name for the item.

3. To go to the next item for renaming, press Tab.

   To rename the item, press Enter.

Removing Files or Folders

You can remove files or folders from the Data content area. (This does not remove the original files or folders on your hard disk.)

To remove files or folders from the Data content area:

1. Select the files or folders you want to remove.

2. You can remove files or folders in any of these ways:

   - Click the Remove button.
   - Press the Delete key.
   - Choose Edit > Clear.

   Toast removes the files or folders from the Data content area.

Recording a Data Disc

When you have finished organizing your files and folders in the Data content area, you are ready to record it to a recordable CD or DVD.

Note Before recording, you can select a different recorder or change recorder settings. For more information, see or *Choosing the Recorder* on page 14 or *Changing Recorder Settings* on page 15.

To record your disc:

3 Click the red Record button.

4 When prompted, insert a disc into the currently selected recorder.

Toast displays a progress bar as it burns your data to disc.

If you have selected the verification option, Toast checks the contents of the disc against the original data to ensure that recording was successful.

6 Using Additional Data Features

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Choosing Which Mac OS Can Read Your Disc

When you are making a data disc, you can determine whether the data disc is usable on ALL Macintosh computers or only Macintosh computers running Mac OS 8.1 or later.

To choose which Macintosh operating systems can use your data disc:

1. Click the Disc Settings button (or the disc title).

   The Disc Settings drawer opens.

2. In the Disc Settings drawer, click Advanced, then choose which Macintosh operating systems can read this disc:

   - If you want the final disc to be usable only on a Macintosh with Mac OS 8.1 or later installed, leave HFS Standard unchecked.
   - If you want the final data disc to be usable on ANY Macintosh, select the HFS Standard check box.

   You are now ready to continue adding files to your data disc.

Compressing a Mac OS Only Data Disc

If you are planning to record a Mac Only data disc, you can compress the contents of the disc during recording. Depending on the type of files you are recording to disc, Toast can fit up to fifty percent more data on the disc.

To compress a Mac Only data disc:

1. In the Data tab, click the Disc Settings button (or the disc title).

   The Disc Settings drawer opens.

2. In the Disc Settings drawer, select the Compressed check box.

   You are now ready to continue adding files to your data disc. Once you record your project to disc, it will be compressed. (Toast does not have to be installed on the machine in order to compress the disc.)

To use a compressed disc after compression:

1. Insert the disc into a drive.
2. When the disc icon appears on the desktop, double-click it.

The disc opens into a folder, which contains the compressed file containing the contents of the disc.

3 Double-click the compressed file.

The file will de-compress and you will be able to view the contents.

Encrypting a Mac Only Data Disc

If you are planning to record a Mac Only data disc, you can encrypt your data with 128-bit encryption and protect it with a password.

Toast does not have to be installed on the Macintosh where you view the contents of the disc, but inserting the disc into that computer will prompt you for a password.

To encrypt a Mac Only data disc:

1 Set up your data disc.

2 In the Data tab, click the Disc Settings button (or the disc title).

The Disc Settings drawer opens.

3 In the Disc Settings drawer, select the Encrypted check box.

4 Click the red Record button.

The New Passphrase dialog appears, asking you to enter a password.

5 Enter a password, verify it, and click OK.

Warning Keep your password in a safe place. **If you forget your password, there will be no way to access the data on the disc**.

6 When prompted, insert a disc into the currently selected recorder.

Toast displays a progress bar as it burns your encrypted data to disc.

If you have selected the verification option, Toast checks the contents of the disc against the original data to ensure that recording was successful.

To use an encrypted disc after encryption:

1 Insert the encrypted disc into the drive.

2 When the disc icon appears on the desktop, double-click it.

The disc opens into a folder, which contains the encrypted file containing the contents of the disc.

3 Double-click the encrypted file.

Mac OS will prompt you for the password.

4 Enter the correct password.

The file will de-crypt and you will be able to view the contents.

Copying a Data Disc

You can copy a data disc in much the same way as you would copy any other type of disc. For more information, see *Overview of Copying a Disc* on page 110.

Scheduling Automatic Backups

Déjà Vu is third-party software that lets you perform scheduled or manual backups of important folders using Toast.

To install Déjà Vu:

Déjà Vu is automatically installed when you install Toast and run it for the first time.

To run Déjà Vu:

1 Go to Macintosh System Preferences.

2 Under the Other portion of System Preferences, click the Déjà Vu icon.

3 For more information, click the Help button in the Déjà Vu window.

Making Advanced Data Discs

The Disc Settings drawer for the Data tab contains advanced features that allow you to make these additional kinds of discs:

- **UDF.** Make a DVD-Video from a VIDEO_TS folder, or a data CD or DVD usable on computers with UDF reader software.
- **ISO 9660 discs**. Make a data disc that is usable on multiple operating systems, including Windows, Macintosh, UNIX, Linux, and DOS.
- **Custom Hybrid**. Make a data disc that is usable on both Macintosh and Windows computers. Macintosh data will be visible to Macintosh users but not to Windows users, and vice versa. This also allows Macintosh users to see the normal icons and window positions for the data while maintaining complete compatibility with Windows systems.
- **Mac Volume**. Record the entire contents of a local HFS Standard or HFS+ volume or partition to a disc.

For more information on these features, launch Toast Help, click the List of Topics link, and browse to the topic.

Audio

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7 Making Audio CDs

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Adding Files to Your Audio CD **56**

Working with Files in an Audio CD **58**

Recording an Audio CD **62**

What Is an Audio CD?

An **audio CD** is a CD that contains audio tracks and is playable by CD players, some MP3 disc players, computers, and even some DVD players. You can add most kinds of audio files to an audio CD—Toast automatically converts them to CD tracks during recording.

Why Should You Choose an Audio CD Over an MP3 Disc?

Choose the audio CD format in any of these conditions:

- You have an audio CD player
- You want the best sound quality and audio range for your recording
- You want full control over the exact arrangement of your audio tracks
- You want to make a professional-quality "Redbook" audio CD

Supported File Formats

You can use any audio file format that is also recognized by QuickTime®.

See www.apple.com/quicktime

If needed, Toast will automatically convert audio files to make an audio CD.

Making MP3 Discs

For information about making MP3 discs, see *Overview of Making an MP3 Disc* on page 65.

Choosing Audio CD Media

For information about media types, see *Choosing the Kind of Media to Use* on page 11.

Overview of Making an Audio CD

1 **Start an audio disc**. Click the Audio tab to begin setting up your audio disc.

2 **Choose the Audio CD format**. In the Disc Settings drawer, make sure to select Audio CD.

3 **Add audio files to your audio CD**. You can add almost any kind of audio file to the Audio content area.

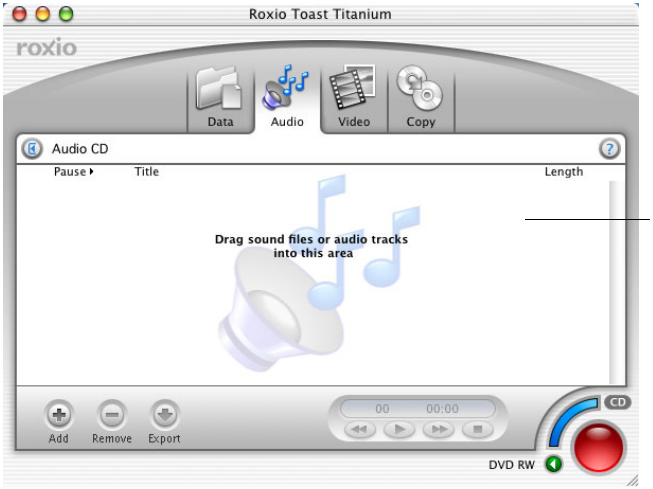
4 **Record your audio CD**. When you are finished adding and organizing your audio files, you can record your audio CD.

Starting a New Audio CD

To start a new Audio CD:

- Click the Audio tab.

  The Audio content area displays.



Audio content area (with audio CD format shown)

Choosing the Audio CD Format

To choose an audio CD:

1 In the Audio tab, click the Disc Settings button (or the disc title).

The Disc Settings drawer opens.

2 To choose an audio CD, select the Audio CD option.

Turning on CD-TEXT

CD-TEXT is a feature that allows you to store text information like the disc title, artist name, and track titles on an audio CD. This information can then be displayed on consumer electronic devices that support CD-TEXT information.

You can enable the feature on your disc if your recorder supports CD-TEXT and you record your disc in Disc-at-Once mode. For more information, see *Changing Recorder Settings* on page 15.

To enable or disable CD-TEXT:

1 In the Audio tab, click the Disc Settings button (or the disc title).

The Disc Settings drawer opens.

2 To turn on CD-TEXT, select the CD-TEXT check box.

Changing Advanced Audio Disc Settings

For a complete list of advanced audio tasks available from the Audio Disc Settings drawer, see *Making Advanced Audio Discs* on page 75.

Adding Files to Your Audio CD

You can add audio files to an audio CD in any of these ways:

- By dragging or adding from the hard disk
- By adding directly from an existing audio CD
- By dragging directly from iTunes®

Adding Audio Files from the Hard Disk

You can add audio files to your audio CD in any of these ways:

- With the Audio tab selected, drag audio files from any location on your hard disk to the Audio content area.
- With the Audio tab selected, click the Add button. The Open dialog appears, where you can browse your hard disk for audio files. Select the files and folders you want to add, then click Open.

Adding Audio Files from an Audio CD

You can add files to an audio CD from any existing audio CD.

Note If you have only one drive connected to your computer, you must export the audio tracks to your hard disk before you can build an audio disc from them. For more information, see *Exporting Audio from an Audio CD* on page 72.

To create an audio CD from a source disc:

1. Insert the source audio CD into the source drive.
2. You can add tracks in these ways:
   - On your desktop, double-click the icon of the source CD to open its contents. Select and drag the audio tracks from the window to the Audio content area.
   - On the Toast window, click the Add button.

     A dialog appears, where you can browse your hard disk for audio files. Navigate to the audio CD and select the audio tracks you want to add. When you are finished, click Open.

   The tracks you added from the CD appear in Toast.

Adding Audio Files from iTunes

To add audio files from iTunes:

1. Make sure the Audio tab is displayed in Toast.
2. In any iTunes view, select the audio files you want to add to Toast.
3. Drag the selected audio files from iTunes into the Audio content area in Toast.

   Toast adds the audio files to the Audio content area. After you begin recording the final disc, Toast automatically converts audio files to AIFF where necessary.

Working with Files in an Audio CD

You can work with your audio files in any of these ways:

- By rearranging audio tracks
- By previewing them
- Entering track information automatically
- Removing them
- Viewing or editing information about them
- Changing the pause between tracks

Rearranging Audio Tracks in an Audio CD

You can rearrange the order of audio files on an audio CD disc.

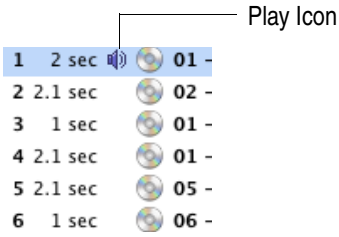
To rearrange audio tracks:

1. Select the audio files you want to rearrange.
2. Drag the audio files to a new position in the track list. (A black bar between audio tracks in the track list indicates where the new placement of the audio files will be.)

Previewing Audio Files

You can preview audio tracks in any of these ways:

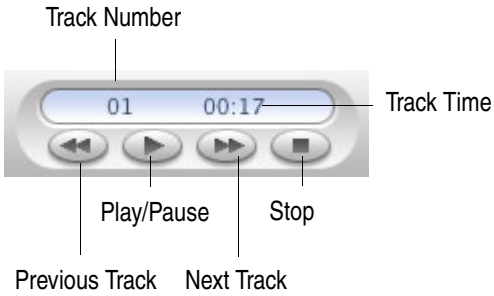
- Click to the left of the title of a track to preview it.



- Use the Player Controls.

Using the Player Controls:

The Play Controls allow you to play, stop, or pause any audio file, as well as go back and forth through the audio files in the Audio content area.



Entering Track Information for an Audio CD Automatically

You can attempt to automatically enter album, track, and artist names for audio tracks by having Toast search an online track naming database. If the search is successful, Toast automatically adds the information about the disc.

To enter titles of source discs and tracks:

1 Click the Audio tab to display the Audio content area.

2 Insert the audio CD into the drive.

3 Drag the disc icon into the Audio content area.

If the CD does not have a name, Toast prompts you to identify it. To have Toast search for album, artist, and track information, click Internet to search for the database.

4 If you have an Internet connection, Toast connects to the online database. If the search is successful, Toast adds the information to the Audio content area and the database it shares with iTunes®.

Removing Audio Files

When you remove audio files from the content area, Toast does not remove the original files from the hard disk.

To remove audio files from the Audio content area:

1 Select the audio files you want to remove.

2 You can remove audio files in any of these ways:

- Click the Remove button.
- Press Delete.
- Choose Edit > Clear.

Toast removes the selected audio files from the Audio content area.

Viewing or Editing Information for an Audio CD (or Tracks)

To view or edit information for an audio CD:

1 You can view or edit information of an audio CD in any of these ways:

- Double-click the name of the audio CD.
- Select the track in the Audio content area, then choose Disc > Get Track Info.

The Audio Info dialog appears.

2 In the Disc tab, you can edit Title and Artist information.

3 When you are finished, click OK.

To view or edit information for an audio CD track:

- Select a track in the track list, wait a moment for its highlight color to change, and type a new title.
- Double-click the name of the audio CD (or choose Disc > Get Track Info).

  The Audio Info dialog appears. In the Disc tab, you can enter Title and Artist information. When you are finished, click OK.

Changing the Pause Between Tracks

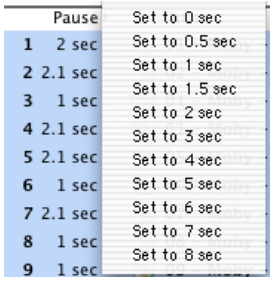
For an audio CD, Toast automatically inserts a 2-second pause between tracks. If you drag an audio CD into the Audio content area, Toast retains the pauses.

Note The pause before the first track must be exactly two seconds.

To change the pause between tracks:

1. Select the tracks that you want to change the pause for.
2. Click the Pause column.

   A pop-up menu appears, displaying possible pause settings.



3. From the pop-up menu, choose the pause that you want to apply to the selected tracks.

Recording an Audio CD

When you have finished organizing your audio files in the Audio content area, you are ready to record your audio CD.

Note Before recording, you can select a different recorder or change recorder settings. For more information, see or *Choosing the Recorder* on page 14 or *Changing Recorder Settings* on page 15.

To record your disc:

1. Click the red Record button.
2. When prompted, insert a disc into the currently selected recorder.

   Toast displays a progress bar as it records your audio CD.

8 Making MP3 Discs

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Working with MP3 Files in an MP3 Disc **68**

Recording Your MP3 Disc **70**

What Is an MP3 Disc?

An **MP3 disc** is a CD or DVD that contains audio files in the MP3 file format and is playable by MP3 disc players, computers, and some DVD players. You should only use MP3 files to build an MP3 disc.

MP3 files are compressed and take up far less space than audio tracks on an audio CD, which tend to be approximately ten times larger than an equivalent MP3. Although this high compression somewhat limits the quality and audio range of an MP3 file compared to an audio CD track, the difference is hardly noticeable.

Why Should You Choose an MP3 Disc Over an Audio CD?

Choose the MP3 disc format in any of these conditions:

- You want to put a large amount of audio on one disc—approximately ten times the amount of audio that a regular audio CD can hold
- You want your audio files to be as small as possible
- You want to group your tracks in folders for organization (for example, a folder for each album on the disc)

Supported File Formats

An MP3 disc can only contain MP3 files. Use iTunes® to encode your audio in MP3 format.

Making Audio CDs

For information about making audio CDs, see *Overview of Making an Audio CD* on page 55.

Choosing MP3 Disc Media

For information about media types, see *Choosing the Kind of Media to Use* on page 11.

Overview of Making an MP3 Disc

1 **Start a new MP3 disc**. Click the Audio tab to begin setting up your audio disc.

2 **Choose the MP3 Disc format**. In the Disc Settings drawer, select MP3 Disc. Make sure you have selected MP3 disc.

3 **Add MP3 files to Toast**. Add MP3 files to the Audio content area.

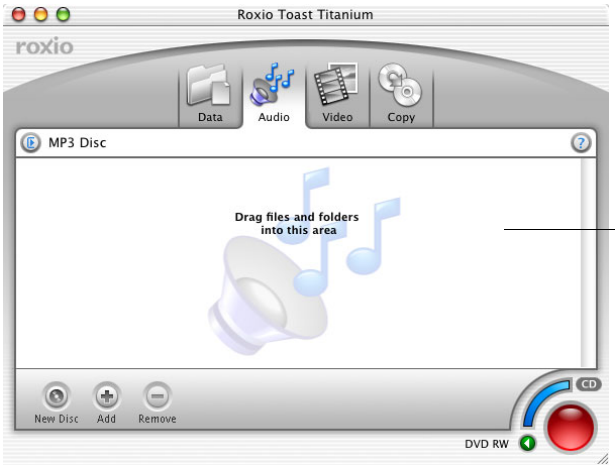
4 **Record your MP3 disc**. When you are finished adding and organizing your MP3 files, you can record your project to disc.

Starting a New MP3 Disc

To start a new MP3 disc:

- Click the Audio tab.

  The Audio content area displays.



Audio content area (with MP3 format shown)

Choosing the MP3 Disc Format

To choose an MP3 disc:

1 In the Audio tab, click the Disc Settings button (or the disc title).

The Disc Settings drawer opens.

To choose an MP3 disc, select MP3 Disc.

Changing Advanced Data Disc Settings

For a complete list of advanced data tasks available from the Data Disc Settings drawer, see *Making Advanced Data Discs* on page 49.

Adding MP3 Files or Folders to Your MP3 Disc

You can add MP3 files to your MP3 disc in any of these ways:

- By dragging or adding from the hard disk
- By adding directly from a data disc or an existing MP3 disc
- By dragging directly from iTunes®

Adding MP3 Files or Folders from the Hard Disk

You can add MP3 files from the hard disk in any of these ways:

- With the Audio tab selected, drag MP3 files or folders from any location on your hard disk to the Audio content area.
- With the Audio tab selected, click the Add button. The Open dialog appears, where you can browse your hard disk for MP3 files. Select the files and folders you want to add, then click Open.

Adding MP3 Files from a Data Disc or Existing Disc

You can add MP3 files to an MP3 disc from any existing disc.

Note If you have only one recorder connected to your computer, you should copy the MP3 files to your hard disk (by dragging them or to the desktop), then add them to Toast from the hard disk. For more information, see *Adding Files or Folders to a Data Disc* on page 40.

To create an MP3 disc from a source disc:

1. Insert the source disc into the source drive.
2. You can add MP3 files in these ways:
   - On your desktop, double-click the icon of the source disc to open its contents. Select and drag MP3 files from the window to the Audio content area.
   - In the Toast window, click the Add button.

     A dialog appears, where you can browse your hard disk for MP3 files. Navigate to the source disc and select the MP3 files you want to add. When you are finished, click Open.

   The MP3 files you added from the disc appear in Toast.

Adding MP3 Files from iTunes

To add MP3 files from iTunes:

1. Make sure the Audio tab is displayed in Toast.
2. In any iTunes view, select the MP3 files you want to add to Toast.
3. Drag the selected MP3 files from iTunes into the Audio content area in Toast.

Working with MP3 Files in an MP3 Disc

Once you have added MP3 files or folders to the Data content area, you can organize them in different ways:

- Creating a new folder
- Organizing files or folders
- Renaming a file or folder
- Removing files or folders

Creating a New Folder for Your MP3 Disc

You can create and organize folders in an MP3 disc just as you would do on your hard disk. You might do this, for example, to organize MP3 files into one folder per album. (This does not add any folders on your hard disk.)

To create a folder in an MP3 disc:

1. In the Audio content area, select the folder you want to add a new folder under.
2. Do one of the following:
   - To create one new folder, click the New Folder button.

     A new folder appears in the Audio content area under the currently selected folder.
   - To create more than one folder, create folders on the hard disk and add them to the Audio content area as described in *Adding MP3 Files or Folders from the Hard Disk* on page 66.

Organizing Files or Folders in an MP3 Disc

You can organize files or folders in an MP3 disc just as you would do with files and folders on the hard disk. You might do this, for example, to organize MP3 files into one folder per album. (This does not add any folders on your hard disk.)

To organize files or folders:

- Drag and drop selected files or folders into a folder to add them to that folder.

Renaming an MP3 File, Folder, or Disc

To rename a file, folder, or disc in an MP3 disc:

1 Click the item briefly.

After a moment, the item will become selected.

2 Type a new name for the item.

3 To go to the next item for renaming, press Tab.

To rename the item, press Enter.

Removing MP3 Files or Folders

You can remove MP3 files or folders from the Audio content area. (This does not remove the original MP3 files or folders on your hard disk or from the iTunes® Library.)

To remove files or folders from an MP3 disc:

1 Select the MP3 files or folders you want to remove.

2 You can remove files or folders in any of these ways:

- Click the Remove button.
- Press the Delete key.
- Choose Edit > Clear.

Toast removes the files or folders from the Data content area.

Recording Your MP3 Disc

When you have finished organizing your audio files in the Audio content area, you are ready to record them to a recordable CD or DVD.

Note Before recording, you can select a different recorder or change recorder settings. For more information, see or *Choosing the Recorder* on page 14 or *Changing Recorder Settings* on page 15.

To record your MP3 disc:

1. Click the red Record button.
2. When prompted, insert a disc into the currently selected recorder.

   Toast displays a progress bar as it records your MP3 disc.

9 Using Additional Audio Features

In this chapter

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Copying Audio Discs **74**

Digitizing Your LPs or Cassettes **74**

Making Advanced Audio Discs **75**

Exporting Audio from Different Sources

Toast lets you export audio from any of these sources and then save it to your hard disk as an AIFF file:

- Audio CD
- iTunes®
- Any QuickTime® video file

Exporting Audio from an Audio CD

You can export an audio track from an audio CD and save it directly to your hard disk as an AIFF file. You might want to do this in any of these situations:

- You want to make an audio CD that combines different types of files from different sources
- You want to use the audio file in another application and keep a copy on your hard disk
- You have only one drive connected to your computer

To export audio tracks to your hard disk:

1. With the Audio tab displayed, insert the audio CD into a drive.
2. When the disc icon appears on the desktop, do one of the following:
   - To export all audio files from the disc, drag the disc icon into the Audio content area.

     The entire contents of the disc appear in the Audio content area.
   - To export selected audio tracks, double-click the disc icon to open it. In the window, select all the files you want to export, and drag them to the Audio content area.

     The files you selected appear in the Audio content area.
3. Click the Export button (or choose Disc > Export Audio).

   The Save As dialog appears, with the name of the first selected file displayed in the Save As field.

4 In the Save As field, you can optionally enter a new name for the first audio file you are exporting. (Only the first file exported to your hard disk will have a new name.)

5 From the Where pop-up menu, choose the location on your hard disk where you want to export the files to.

Exporting Audio from iTunes

You can export audio files from iTunes® to any location on your hard disk. Toast automatically converts the audio files to AIFF.

To export audio from iTunes to Toast:

1 In the Toast Audio tab, click the Disc Settings button (or the disc title).

The Disc Settings drawer opens.

2 In the Disc Settings drawer, select the Audio CD option.

3 In iTunes, select the audio files you want to export, and drag them to Toast.

Toast automatically converts audio files to AIFF where necessary.

4 Click the Export button (or choose Disc > Export Audio).

The Save As dialog appears, with the name of the first selected file displayed in the Save As field.

5 In the Save As field, you can optionally enter a new name for the first audio file you are exporting. (Only the first file exported to your hard disk will have a new name.)

6 From the Where pop-up menu, choose the location on your hard disk where you want to export the files to.

Exporting Audio from a QuickTime Video File

You can export the audio portion from any QuickTime video file to any location on your hard disk. Toast automatically converts the audio files to AIFF.

To export audio from a QuickTime video file:

1 In the Toast Audio tab, click the Disc Settings button (or the disc title).

The Disc Settings drawer opens.

2 In the Disc Settings drawer, select the Audio CD option.

3 Drag a QuickTime video file to the Audio content area.

Toast automatically extracts the audio portion from the QuickTime video file, and converts it to AIFF.

4 Click the Export button (or choose Disc > Export Audio).

The Save As dialog appears, with the name of the first selected file displayed in the Save As field.

5 In the Save As field, you can optionally enter a new name for the first audio file you are exporting. (Only the first file exported to your hard disk will have a new name.)

6 From the Where pop-up menu, choose the location on your hard disk where you want to export the file(s) to.

Copying Audio Discs

You can copy an audio disc in the same way as you copy any other single-session disc. For more information, see *Overview of Copying a Disc* on page 110.

Digitizing Your LPs or Cassettes

CD Spin Doctor 2 is software that helps you digitize audio from LPs or cassettes. It is installed automatically when you install Toast.

Once you have imported audio into CD Spin Doctor from a turntable or cassette deck, you can work with your audio in just some of these ways:

- By defining tracks
- By reducing noise and enhancing sound quality
- By send your tracks directly to Toast for recording to disc
- By saving your tracks to the hard disk

To launch CD Spin Doctor:

- Double-click the CD Spin Doctor icon.

To get full-text search help:

- In CD Spin Doctor, choose Help > CD Spin Doctor Help.

Making Advanced Audio Discs

The Disc Settings drawer for the Audio tab contains features that allow you to make these types of discs:

- **Enhanced Audio CD**. Make an audio CD that contains audio tracks and enhanced content such as photos or videos. The audio portion of the CD is playable in a CD player, and the enhanced content is playable on a Macintosh or Windows computer.
- **Mixed Mode CD**. Make a CD that combines data and audio in a single session.

For more information on these features, launch Toast Help, click the List of Topics link, and browse to the topic.

Video/Photo

10 **Making Video Discs** **79**

11 **Importing Video from a DV Camcorder (Plug & Burn)** **95**

12 **Using Additional Video Features** **103**

10 Making Video Discs

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Overview of Making a Video Disc **81**

Starting a Video Disc **82**

Changing Video Disc Settings **82**

Adding Video or Slideshows to a Video Disc **84**

Editing a Video File in the Video Content Area **88**

Editing a Slideshow in the Video Content Area **90**

Working with Content in a Video Disc **92**

Recording a Video Disc **93**

What Is a Video Disc?

A video disc is a CD or DVD that contains videos or photo slideshows and is playable on a DVD player or computer.

Supported Video and Photo File Formats

You can use any video file or photo file format that is also recognized by QuickTime®. See www.apple.com/quicktime

Toast will automatically convert files where appropriate at recording time.

Choosing Video Disc Media

For information about media types, see *Choosing the Kind of Media to Use* on page 11.

Understanding Menus and Buttons

The video discs you make with Toast will have menus that contain buttons similar to the menus and buttons in a commercially-produced DVD. Your final disc allows you to navigate through menus and select buttons to play videos or slideshows.

Creating Menus in Toast

Toast will create menus automatically (which appear on the final disc) when you add video or slideshows.

How do I turn off menus in Toast?

For more information, see *Turning Video Menus On or Off* on page 104.

Creating Buttons in Toast

Each video file or photo slideshow you add to a video disc in Toast appears as a button on a menu.

How Many Buttons Can a Menu Hold?

A menu can hold up to three buttons. Each button links to video or a slideshow. Each time you fill a menu with more than three buttons, Toast automatically creates a new menu and adds the next button to that.

Overview of Making a Video Disc

Making a video disc involves these steps:

1 **Start a new video disc**. Click the Video tab to begin setting up your video disc.

2 **Change the settings of your video disc (optional)**. You can change settings for your video disc, or you can leave your last settings untouched—Toast remembers the last settings you used. An important setting is whether to make a Video CD, Super Video CD, or DVD.

3 **Add content to your video disc**. You can combine video and photo content on your video disc, or import directly from your DV camcorder.

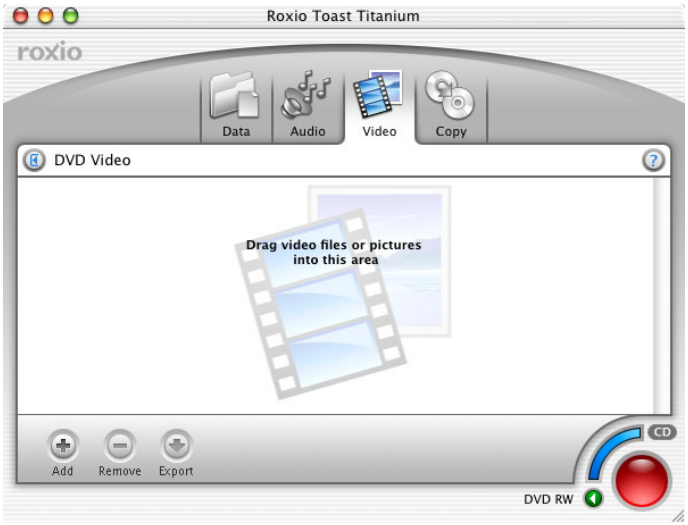
4 **Record your video disc**. When you are finished, you can record your video or photo slideshows to disc.

Starting a Video Disc

To start a new video disc:

- Click the Video tab.

  The Video content area displays.



Changing Video Disc Settings

You can change different settings for your video disc. The important settings to change are the type of disc, video standard, and type of encoding.

To change video disc settings:

1 In the Video tab, click the Disc Settings button (or the disc title).

  The Disc Settings drawer opens.

2 You can select the format of disc you want to record:

  - **VCD** (Video CD): CD-Recordable disc in the VCD format, which can be played in most newer-model DVD players. A VCD holds approximately 60 minutes of video and results in lower video quality than the SVCD, and DVD formats.

- **SVCD** (Super Video CD): CD-Recordable disc in the SVCD format, which can be played in many newer-model DVD players. An SVCD holds approximately 15-20 minutes of video and results in higher video quality than the VCD format, but is not as good as the video quality in the DVD format.

Note While VCD and SVCD discs can be played by most newer DVD players, many older DVD players will be unable to play these types of discs.

- **DVD**: DVD-Recordable disc, which can be played on almost any DVD player. A DVD holds over 60 minutes of video and has the highest video quality.

3 Select the type of video standard for the disc:

- **NTSC**. Select this option if you want your disc recorded in the NTSC video standard, compatible with televisions in North America, Japan, and parts of South America and Asia.
- **PAL**. Select this option if you want your disc recorded in the PAL video standard, compatible with televisions in much of Europe and Asia, and parts of South America.

4 From the Video Quality pop-up menu, select the type of video encoding Toast uses to record your disc:

- **Standard.** This type of encoding takes less time to encode, but the quality is generally not as good as the High option. You might choose this option if faster encoding speed is more important to you than the video quality.
- **High**. This type of encoding takes more time to encode, and the quality is generally better than the Standard option. You might choose this option if video quality is more important to you than a faster encoding speed.

Note Regardless of which Video Quality setting you choose, Toast automatically adjusts the encoding rate to use all available space on a disc. Putting less content on a disc will provide better quality than more content. This has no effect on recording time.

Including Photo Originals on a Video Disc

If you are making a video disc that contains slideshows, Toast can include the original full-quality photos used by the slideshows in a separate folder on the disc. This folder will be accessible when you use the disc on a computer.

To include photo originals on a video disc:

1 In the Video tab, click the Disc Settings button.

The Disc Settings drawer opens.

2 In the Disc Settings drawer, select the Add Original Photos check box.

Adding Video or Slideshows to a Video Disc

You can combine video or slideshows on a video disc in any of these ways:

- By dragging or adding video from the hard disk
- By importing video from a DV camcorder
- By adding an iMovie™
- By dragging or adding photos from the hard disk
- By adding photos from iPhoto™

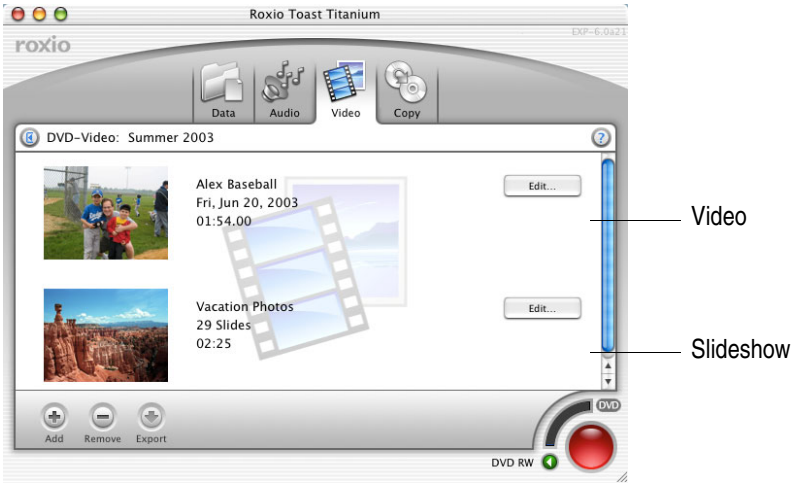
Each video or group of photos you add appears as its own row in the Video content area, and each row will be its own button on the finished disc. You can also add photos to an existing slideshow. For more information, see *Understanding Menus and Buttons* on page 80.

Adding Video from the Hard Disk

You can add video from the hard disk in any of these ways:

- With the Video tab selected, drag video files from any location on your hard disk to the Video content area.
- With the Video tab selected, click the Add button. The Open dialog appears, where you can browse your hard disk for video files. Select the files you want to add, then click Open.

Each video file you add appears as its own row in the Video content area, with each row appearing as a button on the menu on the finished disc. For information about how this will look on your TV in your final video disc, see *Understanding Menus and Buttons* on page 80.



Importing Video from a DV Camcorder (Plug & Burn)

Plug & Burn™ helps you easily import video from a DV camcorder into Toast. For more information on using Plug & Burn, see *What Is Plug & Burn?* on page 96.

Adding an iMovie Project to Toast

To add an iMovie project to Toast:

1. Save your iMovie™ project.
2. Open the folder containing your iMovie project.

3 Drag and drop the iMovie reference file into Toast.

Toast adds the movie to the Video content area.

Note For more information, see the documentation provided with these applications.

Adding Photos from the Hard Disk

You can add one or more photos to a video disc from the hard disk. When adding photos, you can either make a new slideshow or add photos to an existing slideshow.

You can add photos from the hard disk in any of these ways:

- With the Video tab selected, drag one or more photos (or folders containing them) from any location on your hard disk to the Video content area.
- With the Video tab selected, click the Add button. The Open dialog appears, where you can browse your hard disk for folders containing folders. Select the files you want to add, then click Open.

Each slideshow appears as its own row in the Video content area, with each row appearing as a button on the menu on the finished disc. For information about how this will look on TV in your final video disc, see *Understanding Menus and Buttons* on page 80.

Adding Photos from iPhoto

To add photos from iPhoto to Toast:

1. Make sure the Video tab is displayed in Toast.
2. In your iPhoto Library, select one or more photos you want to add to Toast.
3. You can add a new slideshow or add photos to an existing slideshow:
   - To add a separate slideshow to the Video content area, drag the selected photos from iPhoto into an empty part of the Video content area.
   - To add photos to an existing slideshow in the Video content area, drag the selected photos from iPhoto into an existing slideshow folder in the Video content area.

   Toast adds the photos to Video content area. Once you record this disc, each slideshow appears as a separate button in a menu on the finished disc.

Editing a Video File in the Video Content Area

You can edit a video file in these ways:

- By trimming the video so Toast includes only the portions you want recorded to your final disc
- By setting the picture of the menu button for this video

Trimming Video

You can trim a video file to determine which portion of the video Toast records to disc. This does not affect the original video file on your hard disk.

Note Some video cannot be trimmed.

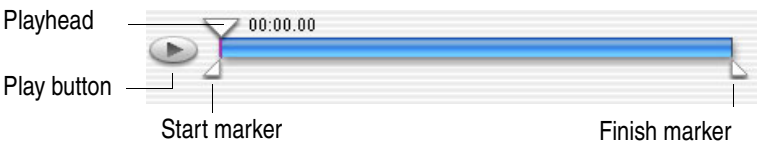
To trim video:

1. In the Video content area, select the video file you want to trim, and click Edit.

   The Edit sheet appears.

2. In the Edit sheet, click the Video tab.

3. In the Video Preview, use the controls to crop the video:

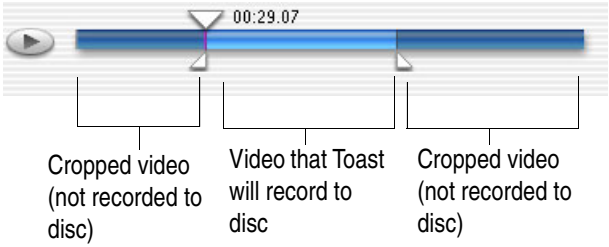


   - Drag the Playhead to preview the video.
   - Drag the Start marker to mark the beginning of the video.

     The video to the left of the Start marker will not be included in the final video disc.

   - Drag the Finish marker to mark the end of the video.

The video to the right of the Finish marker will not be included in the final video disc.



Setting the Button Picture for a Video File

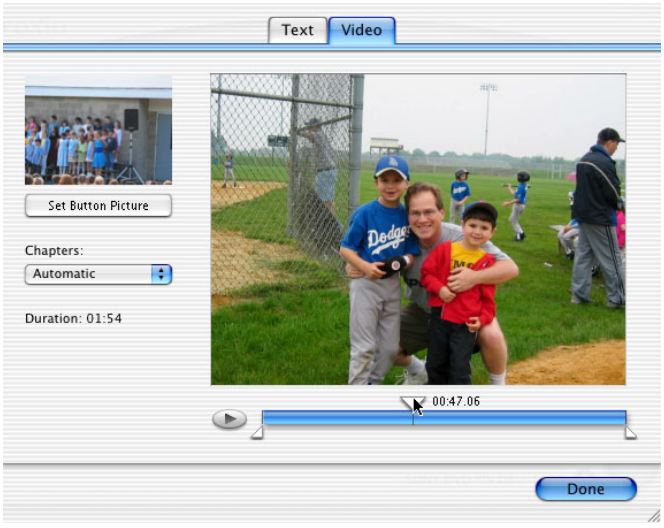
You can select a specific frame of a video file as the button picture that appears in a menu when you view the disc on a TV.

To set the button picture:

1 In the Video content area, select the video file you want to edit, and click Edit.

The Edit sheet appears.

2 In the Edit sheet, click the Video tab.



3 You can choose the frame of video you want to use as a button picture in either of these ways:

- In the video preview window, drag the Playhead back or forth to preview the video until you find the video frame that you wish to include.
- Press the Play button to play through the video. When you find the video frame you wish to include, click Pause.

4 Click the Set Button Picture button.

The video frame you selected appears in the Button Preview at the top left of the Video tab.

Editing a Slideshow in the Video Content Area

You can edit a slideshow in any these ways:

- By setting the picture of the menu button for this slideshow
- By setting how long a slide remains on screen before the transition to the next one
- By adding or removing photos from the slideshow

To set the button picture for a slideshow:

1 In the Video content area, select the Slideshow you want to edit and click Edit.

The Edit sheet appears.

2 In the Edit sheet, click the Slideshow tab.

3 Set the picture of the menu button for this slideshow:

- In the list of photos, click the photo you want to use as the menu button picture, then click the Set Button Picture button.

The photo you selected appears in the Button Preview.

4 From the Slide Duration pop-up menu, choose the time period that a slide displays before it transitions to the next photo in the slideshow:

- If you want automatic transitions based on number of seconds, choose the number of seconds.
- If you do not want slides to automatically transition, choose Manual. When viewing the final disc, you will be able to advance to the next slide by using your DVD player's remote control.

5 You can add photos in either of these ways:

- Drag one or more photos from the hard disk into the Slideshow tab.

- Click Add. The Open dialog appears, where you can browse for photos on your hard disk. When you locate the photos, select them and click Open.

The photos you added are now part of the slideshow.

6 To remove photos, select the photos you want to remove, and click Remove. (This does not remove the original photos from your hard disk or iPhoto.)

7 When you are finished editing your slideshow, click OK.

Working with Content in a Video Disc

You can work with files in the Video content area in any of these ways:

- By rearranging the order of videos or slideshows
- Viewing (or editing) info about a video or slideshow

Rearranging the Order of Videos or Slideshows

To rearrange the order of videos or slideshows:

1 In the Video content area, select the videos or slideshows you want to rearrange.

2 Drag the videos or slideshows to a new location in the Video content area.

The thick black bar indicates where the new location of the videos or slideshows will be. This will change the order they appear on the finished disc.

Viewing (or Editing) Info about a Video or Slideshow

You can view or edit information about any video or slideshow on your video disc. This is the information that displays in the final menu (if you have menus turned on).

To view or edit detailed information on a video or slideshow:

1 In the Video content area, click the Edit button that applies to the video or slideshow that you want to edit.

The Edit sheet appears, containing information about the video or slideshow.

The Text tab displays information that will be displayed on the menu about this video or slideshow:

- **Video or slideshow file name**. Displays the filename of this item.
- **Title of video or slideshow**. Displays the title of this item as it will appear next to the button on the final menu. You can enter a new title.
- **Date**. Displays the date this item was originally saved.
- **Time**. Displays the time this item was originally saved.
- **Use File Defaults**. Click to use the defaults of the original source files.

2 For a video file, click the Video tab. For more information, see *Editing a Video File in the Video Content Area* on page 88.

For a slideshow, click the Slideshow tab. For more information, see *Editing a Slideshow in the Video Content Area* on page 90.

Recording a Video Disc

When you have finished organizing your video and photos in the Video content area, you are ready to record it to a recordable CD (VCD or SVCD) or DVD.

Note Before recording, you can select a different recorder or change recorder settings. For more information, see or *Choosing the Recorder* on page 14 or *Changing Recorder Settings* on page 15.

To record your video disc:

3 Click the red Record button.

4 When prompted, insert a disc into the currently selected recorder.

Toast displays a progress bar as it records your audio CD.

Why Video Encoding Takes Time

Encoding for VCD, SVCD or DVD can be time consuming. Video files are very large and need to be compressed (encoded) to fit on a CD or DVD. It can take up to several minutes for each minute of video.

Can I continue to work while Toast encodes video?

You can continue to do work, but it will lengthen the encoding time.

11 Importing Video from a DV Camcorder (Plug & Burn)

In this chapter

What Is Plug & Burn? **96**

Quick Plug & Burn **97**

Other Ways of Using Plug & Burn **98**

Connecting Your DV Camcorder to the Computer **99**

Using the Video Player Controls to Cue the Tape **100**

Importing Video into Toast from a DV Camcorder **100**

Completing a Video Project After Importing **101**

What Is Plug & Burn?

Plug & Burn™ helps you import video into Toast from your DV camcorder and record it to disc.

What Are the Different Ways of Using Plug & Burn?

There are different ways to use Plug & Burn:

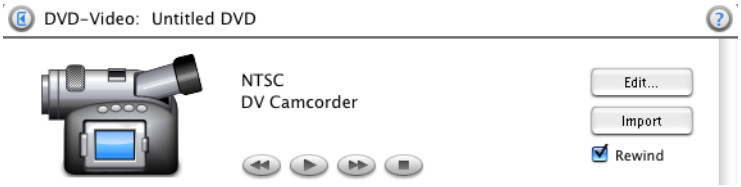
- **Quick Plug & Burn**. You want to immediately record the video from the tape in your DV camcorder to disc.
- **Plug & Burn with additional content**. You want to import the video from the tape in your DV camcorder to your project, and also add other video or photo slideshows to the project.
- **Plug & Burn with additional content and cropping**. You want to import the video from the tape in your DV camcorder to your project, and add other video or photo slideshows to the project. You may also want to edit the video to trim portions of a video file or select a video frame to use as the button picture.

Quick Plug & Burn

This section explains the quickest way of recording video from a DV camcorder to a disc.

1 Connect your DV camcorder to your computer via a Firewire cable. Make sure it is turned on and switched to playback mode.

When Toast detects the DV camcorder, an icon appears in the Video content area.



2 If you want to Toast automatically rewind to the beginning the tape before importing, select the Rewind check box.

3 Click the red Record button.

4 When prompted, insert a disc into the currently selected recorder.

In real time, the DV camcorder plays back while Toast captures the video file on your hard disk.

When the DV camcorder reaches the end of the tape (or you stop it), Toast stops importing the video, saves the video file, and adds it to the Video content area.

Recording begins, with a progress bar displaying the progress of the recording.

Other Ways of Using Plug & Burn

In addition to a Quick Plug & Burn, there are additional ways of using Plug & Burn:

Overview of Plug & Burn with Additional Content

1 **Plug**. Connect your DV camcorder to the computer.

2 **Import**. Import the video from the DV camcorder into Toast.

3 **Add**. Add other video or slideshows.

4 **Burn**. Record your video disc.

Overview of Plug & Burn with Additional Content and Full Editing

1 **Plug**. Connect your DV camcorder to the computer.

2 **Import**. Import the video from the camcorder into Toast.

3 **Add**. Add any other video or slideshows.

4 **Edit**. Choose which portions of the video files from the DV camcorder you want Toast to put on the final disc.

5 **Burn**. Record your video disc.

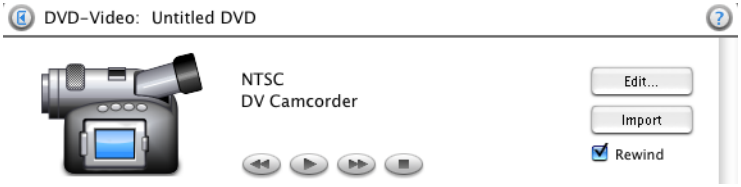
Connecting Your DV Camcorder to the Computer

To connect your DV camcorder to the computer:

1 Click the Video tab.

2 Connect your DV camcorder to your computer via a Firewire cable. Make sure it is turned on and switched to playback mode.

When Toast detects the DV camcorder, an icon appears in the Video content area.

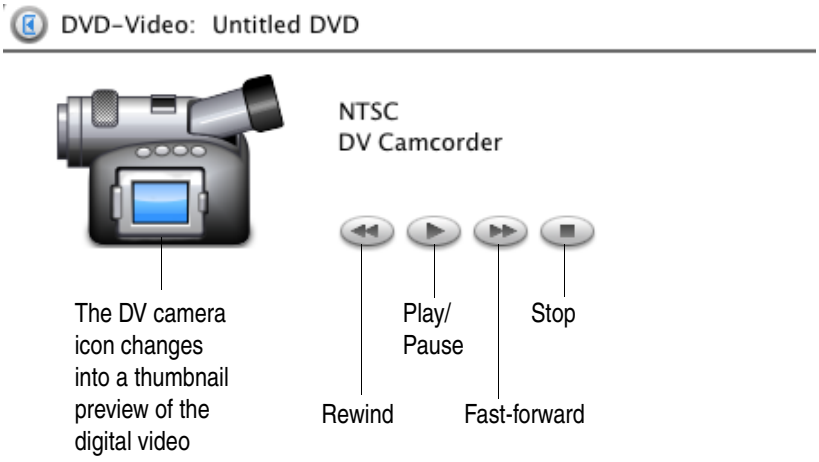


Using the Video Player Controls to Cue the Tape

Once Toast is displaying the DV camcorder connected to your computer, you can use the Video Player Controls to fast-forward or rewind to the exact point where you want to begin importing video from the tape. Video from the DV camcorder displays in the Video content area.

Note If you want Toast to rewind to the beginning of the tape and begin the import from there, select the Rewind First check box.

To use the Video Player Controls:



Importing Video into Toast from a DV Camcorder

After you have connected the DV camcorder to your computer and cued the tape to the point where you want to begin importing, you are ready to begin importing video.

To import video into Toast from a DV camcorder:

- In the Video content area row that displays the DV camcorder, click the Import button.

In real time, the DV camcorder plays back while Toast captures the video to a video file on your hard disk.

When the DV camcorder reaches the end of the tape (or you stop it), Toast stops importing the video, saves the video file, and adds it to the Video content area.

Completing a Video Project After Importing

After importing video into Toast, you have these options:

- **Add other content to your video project**. For more information, see *Adding Video or Slideshows to a Video Disc* on page 84.
- **Editing video or slideshows**. For more information, see *Editing a Video File in the Video Content Area* on page 88 or *Editing a Slideshow in the Video Content Area* on page 90.
- **Record your video disc**. For more information, see *Recording a Video Disc* on page 93.

12 Using Additional Video Features

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Turning Video Menus On or Off **104**

Copying a Video Disc **105**

Using Motion Pictures **105**

Making Advanced Video Discs **106**

Exporting Video from an Existing Video Disc

You can export video from an existing video disc to the hard disk.

To export video to the hard disk:

1. With the Video tab displayed, insert the video disc into a drive.
2. When the disc icon appears on the desktop, do one of the following:
   - To export all video files from the disc, drag the disc icon into the Video content area.

     The entire contents of the disc appear in the Video content area.
   - To export selected video, double-click the disc icon to open the video disc. In the window, select the VIDEO_TS folder, and drag it to the Video content area.

     Valid files appear in the Video content area.
3. Click the Export button (or choose Disc > Export Video).

   The Save As dialog appears, with the name of the first selected file displayed in the Save As field.
4. In the Save As field, you can optionally enter a new name for the first video file you are exporting. (Only the first file exported to your hard disk will have a new name.)
5. From the Where pop-up menu, choose the location on your hard disk where you want to export the files to.

Turning Video Menus On or Off

You can turn menus on or off. When menus are off, the first video or slideshows on the video disc play back automatically.

To turn menus or buttons on or off:

1. In the Video tab, click the Disc Settings button.

   The Disc Settings drawer opens.
2. In the Disc Settings drawer, click Advanced.
3. Determine whether your video disc will have menus with buttons:

- If you want the first video or slideshow on the video disc to begin playing back immediately without showing any menus, uncheck the Menus check box for the type of video disc you are making.
- If you want your video disc to have menu and button navigation, make sure the Menus check box is selected for the type of video disc you are making.

Copying a Video Disc

You can copy a video disc in the same way as you copy any other single-session disc. For more information, see *Overview of Copying a Disc* on page 110.

Using Motion Pictures

Motion Pictures is software that helps you turn still photos into media shows with Hollywood-style pan & zoom effects, cross fades, and soundtracks.

Motion Pictures is automatically installed with Toast.

To launch Motion Pictures:

- Double-click the Motion Pictures icon.

To get full-text search help:

- In Motion Pictures, choose Help > Motion Pictures Help.

Making Advanced Video Discs

- **Video Disc with Data Content**. Make a video disc that contains video and/or slideshows and enhanced data content in the DVD-ROM or CD-ROM area. The video portion of the disc is playable in a DVD player, and the data content is playable on a Mac or PC.
- **DLT Tape recording**. Record to DLT tape, a kind of media you can send to a DVD production house to use as a master for DVD duplication. The advantage of DLT is its huge capacity.
- **DVD-Video from VIDEO_TS folder**. Make a DVD-Video using a VIDEO_TS folder containing previously authored video content.

For more information on these features, launch Toast Help, click the List of Topics link, and browse to the topic.

Copy

13 **Copying Discs** **109**

13 Copying Discs

In this chapter

Overview of Copying a Disc **110**

Copying a Disc with Only One Recorder **110**

Copying a Disc with Two Drives **111**

Copying an Image File to Disc **112**

Using Advanced Copy Features **113**

Overview of Copying a Disc

Toast helps you make an exact copy of an existing single-session disc. If you try to copy a multisession disc, this procedure copies only the first session. (A single-session disc is a disc that has been recorded to once and then "closed" so that it cannot be recorded to again.)

You can copy a disc even with only one recorder. For more information, see *Copying a Disc with Only One Recorder* on page 110 or *Copying a Disc with Two Drives* on page 111.

What Kind of Discs Can You Copy?

- Audio CD or MP3 disc
- iDVD™ or Toast video disc
- Backup data disc
- Any single-session Macintosh disc
- Any single-session Windows disc
- A simple cross-platform disc (readable by Macintosh and Windows, where Mac users can see Windows data and vice versa)

Note For information on copying a cross-platform hybrid disc, see *Using Advanced Copy Features* on page 113.

Copying a Disc with Only One Recorder

You can copy a disc even if you have only one drive, as long as that drive is also a recorder.

Note You must have enough free space on your hard disk to temporarily store the entire contents of your source disc.

To copy a disc with one drive:

1 Click the Copy tab.

If Toast detects a disc you can copy, the volume name of the disc appears in the Copy content area. Otherwise, insert the disc you want to copy.

2 Click the red Record button.

3 When prompted, insert a blank disc into the currently selected recorder.

Toast displays a progress bar as it copies your disc.

Copying a Disc with Two Drives

If you have two drives where at least one of the drives is also a recorder, you can copy directly from a source drive to a destination drive.

To copy with two drives:

1 Click the Copy tab.

If Toast detects a disc you can copy, the volume name of the disc appears in the Copy content area.

2 If Toast does not detect the disc you want to copy, select the drive containing the disc.

3 If it is not already selected, select the destination recorder.

4 Click the red Record button.

5 When prompted, insert a blank disc into the currently selected recorder.

Toast displays a progress bar as it copies your disc.

Copying an Image File to Disc

An image file is a single file, saved on your hard disk, that contains ALL the data and formatting information needed to create a CD or DVD. The Disc Image format in the Data tab lets you record an image file to disc.

Preserving Dates on a Disc Image

Before you get ready to record, decide whether you want to preserve the creation and modified dates associated with the files contained in the disc image. If the dates are important, lock the disc image before you mount it. Otherwise, the disc image assumes the recording date as the modification date.

1 On the desktop, select the disc image icon.

2 Choose File > Get Info.

The Info window appears.

3 In the Info window, open the Locked section and select the Locked check box.

When you finish, the disc image icon displays a small padlock.

Making a Disc from an Image File

To make a disc from an image file:

1 Click the Copy tab, then click the Disc Settings button.

The Disc Settings drawer opens.

2 In the Disc Settings drawer, select the Image File option.

3 Do one of the following:

- Drag the image file icon from the desktop to the Copy content area.
- Click the Select button. The Choose a File dialog appears, where you can browse for the location of the image file. When you locate it, click Choose.

The image file appears in the Copy content area. You can mount it from here.

4 Click the red Record button.

5 When prompted, insert a disc into the currently selected recorder.

Toast displays a progress bar as it copies your image file to disc.

Using Advanced Copy Features

The Disc Settings drawer for the Data tab contains advanced features that allow you to make these additional kinds of discs:

- **Bin/Cue files**. Make a disc from a Bin and Cue image file pair.
- **Multi-track CD-ROM XA**. Record a CD with several CD-ROM XA tracks in one session.
- **CD-i Disc**. Make a disc that is readable only by a CD-i computer system.

For more information on these features, launch Toast Help, click the List of Topics link, and browse to the topic.

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